

SAFETY POLICY **STATEMENT**

**ST. JOSEPH'S SECONDARY
SCHOOL
NEWFOUNDWELL
DROGHEDA
CO. LOUTH**

GENERAL POLICY STATEMENT

1. We herein affirm our general policy statement to the highest practical standard as dictated by the Safety, Health and Welfare Act 1989 and the General Application Regulations 1992 as enforced and implemented by the National Authority for Occupational Safety and Health.
2. The utmost effort will be implemented and maintained to achieve the criteria embraced by the legislation of the National Authority including any amendments or additions that may be effected by them from time to time.
3. The pertinent parts of this statement will be analysed periodically and relevant portions will be revised as appropriate.
4. There will be on going cooperation between management and staff to maintain the essential standards in all areas.
5. The person with the overall responsibility for the directing of this policy is Mr. Peter Nolan, School Principal.
6. The arrangements for putting this general policy into effect are set out in separate documents of implementation which are to be read in conjunction with this general policy statement.
7. Our annual report will evaluate the extent to which this Safety Policy has been put into effect during the period covered by the report.
8. Handicapped people will be specially catered for.

I, the undersigned totally endorse and take the ultimate responsibility for implementation of this policy statement.

Signed: -----
Mr. Seamus Greene
Chairperson
Board of Management

Date: _____

Updated: 1st September 1995
1st March 1996
1st March 1997
1st September 1998
3rd September 1999
31st July 2001
5th March 2003
28th January 2004
4th August 2005

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IMPLEMENTATION OF GENERAL POLICY STATEMENT

The achievement of the aims set out in the general policy statement will be accomplished as detailed hereunder and without prejudice to the generality of the introduction general policy statement the administration will extend its policy to include in particular:-

1. The design, provision and maintenance of, so far as is reasonably practicable, a working environment that is safe, healthy and without risk, as regards arrangements and facilities, to the welfare of all people affected by the work practices.
2. The provision and maintenance of, so far as is reasonably practicable, premises, with means of entry thereto and egress there from, which are safe and without risks.
3. The supply and maintenance, as far as is reasonably practicable, of plant, equipment and appliances, for the time being, on the premises that are safe and without risks to the safety, health and welfare of people affected by their use.
4. The provision of information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable and is in the opinion of management, necessary.
5. In circumstances where it is not practicable to control or eliminate hazards in the place of work, the provision and maintenance of such protective clothing or equipment that is appropriate and that these are used.
6. The insurance that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risk to the safety, health and welfare of all.
7. The obtaining, where the foregoing allegations cannot be complied with the lack of suitable personnel, the services of a competent person as per section 6 (2J) of the Safety, Health and Welfare at Work Act 1989.

This statement will be retained in the work place and its provisions will be brought to the notice of all employees.

The statement will be kept available for inspection by the Inspector of the Health and Safety Authority.

GENERAL RESPONSIBILITIES OF EMPLOYEES

All employees are remind that the Safety, Health and Welfare at Work Act 1989 imposes a duty upon them while at work to:-

1. Take responsibility for the safety, health and welfare of him/herself and of all other persons who may be affected by their acts or omissions at work.
2. To cooperate with management and nay other person to such an extend as will enable management to comply with all relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliances, protective clothing, convenience, equipment or other means or thing provided (whether for his own use or four use by him in common with others) for securing his safety, health and welfare while at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work or systems of work which might endanger safety, health or welfare, of which he becomes aware.

Remember it is an offence under the legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interest of safety, health or welfare under the current statutory provisions.

RESPONSIBILITIES TOWARDS THIRD PARTIES

The person responsible for the application of the legislation in accordance with this policy statement must ensure that:

- (a) All third parties including contractors, customers, visitors and other members of the general public are made aware of all known hazards of the premises and also means of escape by means of notices.
- (b) Where contractors and sub-contractors are on the premises, staff, pupils and other third parties likely to be affected are advised of all hazards arising from the work undertaken.
- (c) There is no interference with contractors staff in the performance of their duties, but where it appears the unsafe practices AR being followed, they should contact the main contractor and the party engaging the main contractor were appropriate.
- (d) That the management's equipment and the contractor or subcontractor's equipment is in good repair in a safe condition.
- (e) All the contractors have a Safety Policy Statement.

CONSULTATION PROCESS

Management at all times wish to encourage cooperation in safety, health and welfare matters with all parties who may be affected by their work practices.

1. The law requires that employees must report defects of which they become aware without delay so that remedial action can be taken.
2. The person to whom these defects are reported will record the information and if within their power rectify the defects. Should this not be practicable it should be reported to the next line of authority who will arrange to have the defect rectified.
3. Suggestions for improvements in safety and health matters should be conveyed to the person in charge who will investigate them.
4. As the staff have appointed a Safety Representative as permitted under the legislation, all complaints, queries and problems in safety, health and welfare matters may be conveyed through the representative who will discuss them with the Principal. The Safety Officer is Mr. E. Clerkin. The Safety Representative is Mr. Oliver Tully.
5. Students will be encouraged by their teachers to report any items which they think may be a danger to themselves or to others.

INFORMATION AND TRAINING

Management will, from time to time, issue information in safety, health and welfare in order to keep all employees abreast with up-to-date legislation, trends, hazards and any risks involved in its activities. These may be means of memo, notices, videos, films, talks or seminars as deemed necessary.

Information on hazards and risks and the necessary measures to deal with them will be made available.

Training will be given to staff involved in specific task requiring additional skills if deemed necessary. Records of all training given will be recorded.

ACCIDENT REPORTING

- 1 All accidents will be reported regardless of their severity. The term accident in this context refers to all accidents including “near misses” and property damage.
- 2 All accidents will be reported to an immediate superior.
- 3 The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge.
- 4 In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

Details of all accidents will be recorded and copies retained.

Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work.
- (b) The death of an employee which occurs sometime after a reportable injury which leads to that employee's death, but not more than one year afterwards.
- (c) A person at work (including a self-employed person) being disabled from performing his normal work for more than 3 days.
- (d) A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.
- (e) One of a list of specific dangerous occurrences arising out of any connection with work.

In the event of the death of any employee or the death of, if a person is not at work, as a result of a work activity or of a dangerous occurrence the responsible person must first of all notify the Health and Safety Authority about it immediately by the quickest practicable means e.g. by telephone or fax.

INDIVIDUAL RESPONSIBILITIES

RESPONSIBILITIES OF THE PRINCIPAL

Mr. P. Nolan

1. To initiate the Safety Policy of the school
2. To administer these policies and delegate to staff as appropriate.
3. To arrange, through the Board of Management, that adequate funds and facilities to implement these policies are made available.
4. To maintain the safe upkeep of the premises.
5. To implement and initiate evacuation procedures.
6. To organise first aid facilities and control.
7. To periodically revise this statement as necessary.
8. To maintain relevant records and documents pertaining to statutory requirements.
9. To provide full executive support for all staff who have been given responsibility under this statement of policy.
10. To ensure that the school's annual report is received and that it contains in addition to the normal information, or evaluation of the extent to which this policy has been put into effect.
11. To reprimand any member of staff failing in their responsibilities.
12. To set a personal example.
13. To release staff for training where necessary.

RESPONSIBILITY OF TEACHERS

See Appendix II

1. To ensure that pupils carry out all their routines in a safe manner and do not create danger for themselves or for others.
2. To be familiar with and that their pupils are familiar with evacuation procedures.
3. To be familiar with the fire fighting equipment and its use.
4. To notify the Principal or Deputy Principal of any accidents or incidents that could result in accidents that occur and keep records of them.
5. To insist that all pupils wear protective clothing and use protective equipment where necessary.
6. To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them and that their pupils do likewise.
7. Use notices literally to highlight problem areas.
8. To set an example for their pupils.
9. To keep abreast of all Safety and Health legislation.
10. To encourage safe working practices in their classroom.

RESPONSIBILITIES OF THE SCHOOL **SECRETARY**

Mrs. Patrice Brennan

1. To be familiar with fire drills and evacuation procedures.
2. To maintain a list of emergency telephone numbers and addresses.
3. To report any defects in office equipment as soon as possible.
4. To work in a manner that is safe to yourself and to others.
5. To avoid creating hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build up of papers, etc.
6. To be familiar with the use of the fire fighting equipment.

HAZARDS

The management having had the permission professionally inspected are aware that hazards in the work place can and do exist and that these hazards can be awarded or eliminated.

Consequently they are committed to implementing controls to avoid accident or other dangerous or near dangerous incidents as follows:

1. Formalised evacuation procedures will be put into operation and will be practiced.
2. Portable fire fighting equipment will be checked on a regular basis and evidence of these checks will be recorded. All fire points will be kept clear at all times and will be highlighted.
3. Exits and entrances will be left unlocked during normal operating hours of the premises. They will be kept clear at all times and they will be adequately sign posted. Congregating of crowds of people in throughways will be discouraged to allow ease of movement.
4. Adequate lighting both internally and externally will be provided at all times.
5. Full attention will be given to electrical equipment and only properly qualified personnel will be allowed too deal with such equipment. All locations of electrical switchgear will be identified. Covers on such equipment will always be secured and its equipment rooms will be kept free of any other goods or effects. The use of adapters, multiplugs and training electric or telephone/communications leads will be discouraged. Strict care will be taken not to overload any electrical circuits.
6. Pertinent notices on safety disciplines will be literally displayed.
7. No flammable material will be left near sources of heat.
8. Continuous care will be given to unlevel walking surfaces. Sudden changes in floor level or headroom heights will be highlighted by means of warning notices.
9. No pendant type jewellery, flowing scarves, neckties, long hair or flowing robes will be allowed near equipment with moving parts.
10. Care will be taken with manual handling of goods. Help will be obtained wherever necessary and proper access equipment will be provided for handling goods at high level.

11. Broken panes of glass will be attended to immediately.
12. Broken or chipped delph, pottery or glassware will be dispensed with immediately. Care will be taken to dispose of these separately from the normal waste.
13. Emergency stopping procedures for all power equipment will be tested on a regular basis.
14. Spillages of all liquids, in particular all kinds of hazardous chemicals, will be cleaned up immediately. Hazardous chemicals will be neutrolised prior to disposal.
15. Canteen/kitchen areas, washrooms and toilets will be maintained in a safe and hygienic condition at all times.
16. Broken furniture will be taken out of commission immediately for repair or replacement. Tabletops and worktops will be constantly monitored for any signs of splitting or fraying.
17. Full first aid facilities will be provided at all times.
18. Drives of all powered equipment will be adequately guarded.
19. The operation and use of visual display units will be accordance with regulations.
20. Only designated smoking areas will be used to protect non-smokers from the associated hazards attributed to cigarette, cigar or pipe smoking.
21. Overcrowding in all areas will be monitored.
22. Strict attention will be paid to traffic control and parking on the site and safe speed will be attended to at all times.
23. Floor surfaces will be constantly inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles, etc. will be corrected.
24. Locker doors including lockers not in use will be locked at all times. Strained locker doors will be repaired.
25. Strict control on school satchels will be implemented.
26. Containers of elements, flammable liquids or other dangerous liquids will be labeled as to contents, hazards and information on action to take in the event of contact with the hazardous liquid.

27. Equipment in all rooms will be isolated when not in use as will all service to these rooms.
28. All sharp edged instruments or tools when not in use will be locked away or properly sheathed.
29. The external grounds will be constantly monitored and supervision over pupils will be provided during leisure breaks.
30. Notices will be posted in classrooms indicating equipment which pupils are not allowed work unsupervised.
31. Dangerous behaviour, horseplay or other similar activity which could result in injury will not be practiced.
32. Metal dross, wood chippings and saw dust will be removed on an ongoing basis from the workrooms.
33. Power driven apparatus will at all times be properly secured to a workbench or floor.
34. Protective clothing and equipment will be used where necessary.
35. The boiler house will be kept free at all times and the plant will be constantly checked.
36. Office equipment such as photocopiers, paper shredders, guillotines etc, will be monitored closely.

APPENDIX I

Induction Training Programme

A short period of induction will take place for new employees joining the staff.

This programme will include:

- 1 A tour of the premises for familiarization purposes.
- 2 Fire emergency procedures, location of exits, assembly points and introduction to the fire fighting equipment.
- 3 A discussion of the hazards in the work place and its preventative measures in force.
- 4 An explanation of the consultative processes in force.
- 5 A detail of the new employees safety responsibilities.
- 6 Details of any further training required.

SPECIFIC DATA

- (1) Trial emergency evacuations are carried out once a year and evidence of this is so recorded.
- (2) All fire fighting equipment is inspected annually and its equipment is labeled accordingly.
- (3) First aid station are located at:
 1. Office
 2. Gymnasium
 3. Science Areas
- (4) The trained “first aider” in charge of these stations and with the responsibility of administering first aid and maintaining the stock of first aid equipment are:
 1. Mr. Declan Smyth
- (5) EMERGENCY SERVICES

Health and Safety Authority,
Hogan Place,
Dublin 2.

Tel. 01-6620400
Fax. 01-6620417

SAFETY CONSULTANTS:

National Worksafe Ltd.,
Rocks Road,
Kingscourt,
Co. Cavan.

Tel. 042-9667196

FIRE BRIGADE

Scarlet Street,
Drogheda.

Tel. 041-9832222

DOCTORS

Dr. Harry Barry,
5 Leyland Place,
Drogheda.

Tel. 041-9834592

Dr. Yelverton,
Bryanstown
Drogheda.

Tel. 041-9838220

GARDAI

Drogheda Garda Station

Tel. 041-9838777

HOSPITALS

Our Lady of Lourdes Hospital,
Drogheda.

Tel. 041-9837601

NURSE

Tel. 041-9831899

CLERGYMAN

Rev. P. Rushe/Rev. J. Haegney
Lourdes Church,
Drogheda.

Tel. 041-9831899

AMBULANCE

Our Lady of Lourdes Hospital,
Drogheda.

Tel. 041-9837601

TAXI

Tel. 041-9822202/9822666

HOME NUMBER AND ADDRESS OF SELECTED STAFF

Peter A. Nolan,
"Lagore",
Shanlis Road,
Ardee,
Co. Louth.

Tel. 041-6853506

Cyril Gillen,
9 Bridge View,
Drogheda.

Tel. 041-9834158

Patrice Brennan
Ramsfort
Tullydonnell
Togher
Drogheda

Tel: 041-6852943

Mary Adamson,
39 Beaubec,
Drogheda.

Tel. 041-9830093

Mr. Brendan Reilly

Tel: 041-9833075

RESPONSIBILITY OF DEPUTY PRINCIPAL

Mrs. M. Adamson

- (1) To know the statute requirements and ensure that they are observed.
- (2) To insist that sound and safe working practices are observed.
- (3) To ensure that safety precaution are accounted for when employing outside contractors.
- (4) To institute proper reporting, recording, investigation and costing procedures.
- (5) To insist that the protective clothing and equipment provided be used.
- (6) To ensure that high standards of hygiene throughout the school are observed.
- (7) To be familiar with fire drills and evacuation procedures.

RESPONSIBILITIES OF CLEANERS

A. Maguire, B. Lynch, B. Brogan, F. Woods

- (1) To work in a manner which is safe to themselves and to others.
- (2) To be familiar with fire drills and evacuation procedures.
- (3) To be able to identify and use the correct fire extinguishers.
- (4) To wear the proper protective clothing.
- (5) To report immediately any injury, no matter how minor.
- (6) To attend to spillages immediately.
- (7) To barricade area of spillages until they are completely dry.
- (8) To dispose of rubbish as soon as possible to avoid build up.
- (9) To report any default in machinery and equipment.
- (10) To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress,
- (11) To observe high standards of cleanliness and hygiene.
- (12) To ensure that all mats and carpets are properly laid and uncrumpled.

RESPONSIBILITIES OF CARETAKER/GARDENER

Mr. B. Reilly/Mr. H. Mc Gahey

- (1) To work in a manner which is safe to themselves and others
- (2) To use the paper tools and equipment for each task.
- (3) To report any hazard that is encountered.
- (4) To use proper protective clothing and equipment where necessary
- (5) To ensure that no people have access to areas which are hazardous or whilst work is in progress.
- (6) To be familiar with fire drills and evacuation procedures.
- (7) To be familiar with the use of fire fighting equipment.
- (8) To prevent the build up of rubbish and especially of combustible material.
- (9) To maintain heating and ventilation plant in proper working order.
- (10) To repair light fittings as soon as they become faulty.
- (11) To repair broken windows and doors at all times.
- (12) To remove broken furniture from use and to have these repaired.
- (13) To ensure that all exits, entrances, fire fighting equipment and fire alarm points are not obstructed.